

SECRET**SPEAKER'S GUIDE****TSD ORIENTATION BRIEFING**

This guide sheet is distributed only to speakers and others directly participating in the briefing. Its purpose: to offer a few helpful suggestions.

- TSD/Training: Responsible for MCing the briefing, putting the room in shape, general assistance, security of the room during the lunch hour and at the conclusion of the briefing.
- Charts and Aids: The TSD organization and function charts will be displayed during the entire afternoon session. Other charts to be provided by individual speakers as desired.
- Acoustics: Construction and furnishing of the Conference Room tend to muffle the sound of the speaker's voice. Please speak loud enough for the people on the last row to hear you.
- Speakers' time: Speakers may use their time as they wish, assigning part of it to their branch chiefs, etc., or covering the entire subject themselves. We recommend the AC's cover their entire subject themselves rather than calling on branch chiefs. The latter tend to get involved in too much detail.
- Interest: Please avoid bogging down in internal branch organization and technical details. Stress your major activities, relate these to your branches and dramatize by illustrating how your activities aid in the clandestine collection of intelligence, e.g., stress what the techniques or equipment does to aid an operation rather than the technical specifications of the gear.
- Time: Keep one eye on the clock and pace yourself accordingly. When your time expires, stop talking and sit down. Do not borrow time from the speaker who follows you.
- Questions: Repeat audience questions so all can hear before answering them.
- Impact: Please do not portray TSD as perfect; we all know it isn't. A presentation that admits short-comings has a far better impact on an audience than one that claims perfection.

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